

COUNTY SAFETY COMMITTEE

MINUTES

March 11, 2015 MEETING

MEMBERS: Present – Kathryn Hansen; Tom Kearney; Bryan Posenjak; Greg Sawyer, Kandy Seldin; and Brenda Thompson;

Absent – no one

GUEST: Pamela Morais

[1] Welcome. Meeting started with Kandy sharing cookies for the group in celebration of Brenda Thompson and Tom Kearney last meeting. [Spoiler alert – this is not the last meeting for these two because we added another meeting --- March 31 – before their tour of duty expires.]

[2] Reviewed September 17, 2014 meeting minutes – approved by all.

[3] Reviewed Summary of Worker’s Compensation Report. Group approved two changes to the report:

- [a] modifications to the wording of two claim descriptions were made for clarity; and
- [b] one cause of injury was changed

Also considered adding tool problem as a cause of injury but decided against the idea.

[4] Update on Courthouse Security Plan by Tom and Greg. Discussed:

- [a] status of the electronic locks – now projected to be installed by beginning of summer. Further discussion on the idea of individuals being given an access card should sign a form outlining responsibilities and duties. Pam agreed to design for group a proposed form for consideration at our next meeting.
- [b] progress on signage at the courthouse;
- [c] random use of magnetometer to screen public entering the courtroom will begin next month; and
- [d] update on fire drill and evacuation plan – Kandy will send out her work on Fire Evacuation Plans for group to review prior to sending to management. Group discussion on this topic lead to the following issues being discussed ---

i) County Buildings where fire alarms are believed to be needed. Potential sites are the Spring street Building; Compass Health; Rabbit Hutch; Courthouse Annex; and Guard Street Building. Greg will develop a list of these facilities and deliver it to Pam.

ii) Fire Extinguishers discussed regarding electronic equipment damage if used. Pam advised that the Risk Pool Insurance would cover any damage.

[5] Next year elections and representation. Bryan Posenjak will continue, Brenda and Tom need to be replaced, Kathryn and Greg considering.

[6] First Aid Kits – Kandy will get Greg a list of Inventory Items and Greg agreed to have the inspections of First Aid Kits added to the annual check of Fire Extinguishers.

[7] Hazardous chemical training and communications policy.

[A] County needs to have Material Safety Data Sheet [MSDS] Record Management System. Discussed several options (i) outsource to private provider – cost unknown; (ii) get summer intern to do an in service project for us; (iii) direct questions to 911....Pam to look into the Summer intern idea.

[B] County to have training on new hazardous material pictographs. Need to figure out how we will do this.

[8] Next Meeting set for 3/31/15 130 to 230 – TASK for next meeting

- 1) Kandy will send out to committee the proposed fire evacuation plans.
- 2) Greg will prepare list of County Buildings in need of Fire Alarm Systems
- 3) Kandy to prepare a list of known first aid kits and also an inventory list
Greg to add first aid kit inspection to task of fire extinguisher check
- 4) MDSD – Pam to look into having a summer intern develop a single MSDS list
- 5) Pam to develop a form for individuals issued key cards to sign, to look into costs of lanyards and decals.

NEXT MEETING 3/31/2015 1:30 TO 2:30

LEGISLATIVE BUILDING LARGE CONFERENCE MEETING ROOM

March 11, 2015 minutes were approved at the March 31, 2015 meeting.